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| <u>Start</u> | <u>6 MO</u> | <u>1 YR</u> | <u>2 YR</u> |
| \$14.05 | \$14.85 | \$15.69 | \$16.47 |

Union: Local 918
Full Time Position
Available: Immediately

GRANT COUNTY
DEPARTMENT OF SOCIAL SERVICES

ECONOMIC SUPPORT SPECIALIST

This regular full-time position conducts fact gathering interviews and enters information into a state computer system for determination of eligibility for public assistance programs.

MINIMUM QUALIFICATIONS: High school diploma or GED. Coursework from approved college or university with courses in human services, business administration, sociology, computer science, psychology, or related field desirable, family systems training preferred. Two years experience interviewing to obtain, verify, and evaluate financial and/or social data for the purpose of determining program eligibility; experience in the use of computers preferred; experience working with public aid participants. Willing to engage participants around issues that keep them from becoming financially independent and breaking the cycle of poverty. Equivalent combinations of job-related education and/or experience may be considered.

Qualified applicants will be asked to report for a written test with the time and place set by the Department of Social Services.

A [Grant County application for employment](#) and [job description](#) may be obtained at www.co.grant.wi.gov or the Grant County Personnel Department (608-723-2540). **Letter of interest, resume and application** must be on file, completely filled in, no later than 4:00 p.m. on Friday, March 19, 2010 to:

Grant County Personnel
111 S. Jefferson St.
Lancaster WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer** (AA/EEO). All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*

Application assistance may be received at the Job Center, 8820 State Rd 35/61 S., Lancaster WI.

Grant County Department of Social Services
JOB DESCRIPTION

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| Name: | Classification: Economic Support Specialist |
| Supervisor: | Unit: Economic Support |
| Reason for Report: <input type="checkbox"/> New <input type="checkbox"/> Probationary <input type="checkbox"/> Reclassification <input type="checkbox"/> Reassignment of Duties <input type="checkbox"/> Annual Update | |
| Job Summary: Under the supervision of the Economic Support/Work Program Manager and will determine eligibility for agency supportive service programs. Partial listing: Food share, Medical Assistance, Child Care etc. Job duties include interviewing and assessing Grant County residents for program eligibility. Review eligibility and refer to other community resources to assist applicants in becoming self-sufficient. | |
| % of Time | Description of Duties: |
| 25% | A. Coordinate and participate in all public assistance and work program activities. <ol style="list-style-type: none"> 1. Obtain and maintain program knowledge to perform intake and review processes of agencies public assistance programs. 2. Interview and collect verification and documentation required for program eligibility. 3. Provide information to the public regarding public assistance program eligibility. 4. Verify applicable income and assets for computer input. |
| 55% | B. Perform case management functions for new and ongoing cases. <ol style="list-style-type: none"> 1. Obtain and sustain state program regulations in order to provide daily casework functions. 2. Maintain case records for applicants/ recipients with appropriate supporting data. 3. Complete state reporting requirements. 4. Meet state deadline requirements for program reviews, applications and changes. |
| 10% | C. Provide accuracy in work performed. <ol style="list-style-type: none"> 1. Assume responsibility for reviewing own records to assure accuracy. 2. Maintain and update your knowledge of state regulations and procedures. 3. Attend state and local training sessions. 4. Respond in timely manner to state Quality Control findings. D. Team and coordinate with other departments, agencies, etc. |

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| 5% | <ol style="list-style-type: none"> 1. Team cases with social service workers, work program case managers, volunteer services, community resources and employers. 2. Assist clients in obtaining information on eligibility requirements for other programs such as; social security, housing or HUD housing. 3. Maintain a working relationship with other community programs and organizations. |
| 5% | <p>E. Other duties as assigned</p> <ol style="list-style-type: none"> 1. Prepare for and participate in appeal and court hearings. 2. Provide input and assist with policy/program changes that affect the unit. 3. Complete special assignments or other duties as assigned by supervisor. |

Rev.: 01/09/08
Job Descriptions/ES JD